

TERMS & CONDITIONS OF EXHIBITING

CONTRACT FOR STAND SPACE

- Applications are processed on a case by case basis for companies with a good credit record with IPPN
- Application for stand space at the Exhibition must be on the IPPN's official Contract Form and must (if so required) contained information on all exhibits to be displayed. Until the completed Contract Form has been received and accepted by IPPN, IPPN has the right without giving notice to the Exhibitor to relocate the stand space to another exhibitor and the application will be deemed to have been rejected.
- All payments must be made in accordance with the terms and methods of payments set out on the Contract Form.
- In the event the Exhibitor fails to meet any such payment obligations (whether as to the amounts or date of payment) IPPN reserves the right to cancel its contract with the Exhibitor and to resell or reallocate the stand space allocated to the Exhibitor
- Stand bookings can only be processed on receipt of payment

FLOOR PLAN

- All dimensions and locations shown on the official floor plan are assumed but not guaranteed to be accurate. IPPN reserves the right to make any modifications that may be necessary to meet the needs of the exhibitors or the Exhibition as a whole.
- IPPN has the absolute right to allocate and assign space among exhibitors and to relocate exhibitors after initial assignment if circumstances warrant this, at its sole discretion.

Consult the floor plan for the size of the exhibit space.

- Build your display to fit inside this area.
- Where an exhibitor's display is built beyond the limitations and restrictions set forth in these rules, IPPN reserves the right to correct such display violations by having the exhibitor alter, remove or rearrange any or all of the display, so that it will comply with regulations.
- If the exhibitor is not available to make such corrections, the IPPN has the authority to make any and all necessary corrections at the exhibitor's expense.
- Compliance with Regulations the Exhibitor shall abide by and observe all requirements, laws, rules and regulations whether imposed by IPPN, the proprietors or managers of the Exhibition building or any other competent authority
- Admission: IPPN considers it a serious offence for any exhibitor to register any person other than their own staff. Any exhibitor found to breach the admission and registration policy for this event will be excluded.
- If it appears to IPPN that the Exhibitor may be engaged in activities which are deemed to be contrary to the best interest of the Expo, it's attendees, staff; activities and products which appear unethical, in breach of the law, or contravening IPPN's ethos, mission and values; IPPN may without being under any liability to refund or abate any charges paid or due herein; cancel any stand space allocation which may have been made to the Exhibitor; require him forthwith to vacate the stand allocated to him and refuse the Exhibitor the right to participate further in the Exhibition.
- Exhibitors are not permitted to operate or distribute promotional material outside the confines of their own stand; this includes the Expo Floor, Conference registration area, auditorium, seminar and

meeting rooms, catering hall, wellness zone and all other areas of Citywest Convention Centre, hotel and campus. Materials will be removed by Expo Management.

- Dismantling of displays. Due to health and safety regulations, in order not to disturb the conference session and out of courtesy to neighbouring exhibitors, use of trolleys and the movement of equipment in the removal of displays is strictly prohibited before 6pm on Friday 24th January 2020.
- IPPN is entitled to final approval of exhibitors and all aspects of their exhibits / sponsorship / advertising / passport prizes etc.
- Sharing of stands is only permissible on stands of 3x3 metres in size or more, indicated on your application form and by prior arrangement with IPPN.
- Pre-delivery of goods to the venue is at owners risk and IPPN and Citywest staff will not be held responsible for any loss or damage to exhibition deliveries at any time.
- The Expo commences at 9am sharp on Thursday 23rd January. Exhibitors are obliged to have their stands ready for trading by this time. Exhibitors attempting to set up after this time must follow the direction of the Expo management team. This may involve a delay in your set-up.
- IPPN reserves the right to reconfigure stand space if and as necessary.
- IPPN reserves the right to reassign stand space that is not occupied by the time of Expo opening.
- Exhibitors are not permitted to obstruct the view, occasion injury, or adversely affect the displays of other exhibitors, nor can they obstruct access points for IPPN or Citywest Hotel staff. IPPN will require rearrangement at the Exhibitor's expense of any display that violates these guidelines.
- Exhibitors may conduct giveaways from the confines of their own stand however IPPN will not announce winners or distribute prizes.
- Use of amplified sound systems will be restricted by IPPN should they be found to interfere in any way with the conference sessions.
- IPPN will not be responsible for any lost or stolen goods or equipment for the duration of the conference including deliveries to the venue prior to the event and goods stored in the venue post event.
- Exhibitors are not permitted to attend the seminar sessions.
- In the event of an Exhibitor failing to co-operate with the Expo Management team, IPPN reserves the right to remove exhibitor and/or their stand at any point during the event.
- All stands must be vacated by 9pm on Friday 24th January 2020. IPPN cannot facilitate storage of any equipment overnight.
- All exhibitors will be required to comply with Citywest's Health and Safety requirements.

MISCELLANEOUS REGULATIONS

- Children, under 16, are prohibited in the exhibition area
- All live animals are prohibited, with the exception of assistance dogs and service animals.